

Tennessee Board for Licensing Contractors  
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## **CHANGE IN OFFICERS**

Pursuant Rule 0680-1-08, contractors must report any change in officers within 30 days. To report changes in officers, as long as there has not been a majority change in ownership or bankruptcy, you may use this form. (Note: Changes in ownership or bankruptcy requires completion of the Contractor Application for a new license to be issued, pursuant T.C.A. § 62-6-111. The law and rules may be reviewed from our website.) There is not a fee for reporting changes in officers.

### **LICENSE INFORMATION:**

License Name: \_\_\_\_\_ License ID# 000 \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

(☐ No Change; ☐ Yes – New Address)

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_; Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

### **OFFICER INFORMATION:**

**This is to report the following changes in officers:**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
SS#: \_\_\_\_\_ (last 4 digits) Ownership: ☐ No; ☐ Yes - \_\_\_\_\_%

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
SS#: \_\_\_\_\_ (last 4 digits) Ownership: ☐ No; ☐ Yes - \_\_\_\_\_%

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
SS#: \_\_\_\_\_ (last 4 digits) Ownership: ☐ No; ☐ Yes - \_\_\_\_\_%

4. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
SS#: \_\_\_\_\_ (last 4 digits) Ownership: ☐ No; ☐ Yes - \_\_\_\_\_%

A. Officer changes represent a majority change in ownership? ☐ No ☐ \*Yes – (\*If yes, this would require a Contractor Application to be completed for a new license, pursuant T.C.A. § 62-6-111(4)(e)(2). Please contact the office for more information on obtaining another license.)

B. Has any officer been convicted of a felony? ☐ No ☐ Yes - Attach Explanation

C. Is any officer listed on another contractor's license? ☐ No ☐ Yes - License ID#000 \_\_\_\_\_

\_\_\_\_\_  
Signature of President/CEO

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date